

# Vermont Psychiatric Care Hospital Procedure

## Hospital Access

Revised: X

Date: 04/07/14

1. After completing the AHS Background Record Check, new employees will be issued keys and a state identification card (ID) during their orientation period, according to their work responsibilities.
2. Employees may only retain keys and ID cards that have been properly issued and are pertinent to their current work responsibilities. Employees who change positions and have keys and ID cards which are no longer required to perform their work functions must return those keys and ID cards to the Facility Manager.
3. The duplication of hospital keys is prohibited and subject to disciplinary action.
4. Employees must keep keys and ID cards in their possession at all times or in a secured location when not in use.
5. All direct care staff will secure their keys and ID card to their clothing while working in the patient care areas. Keys and ID cards may not be secured to removable clothing layers.
6. Employees must not exchange or loan keys or ID cards with other employees. If a key or ID card is needed to perform work responsibilities, the key or ID card should be requested from the Facility Manager.
7. It is the employee's responsibility to report the loss of any key(s) or ID card to his/her supervisor and the Facility Manager immediately upon noting the loss.
8. Employees will be held responsible for any key or ID card lost and will be charged \$5.00 for each lost key and \$10.00 for each lost ID card. Loss of keys or ID cards will result in supervisory feedback and possible disciplinary action.
9. Upon termination of employment, the employee must return all keys and ID cards issued to him/her to the Facility Manager.

Approved by VPCH Policy Committee

Approval Date: April 7, 2014